

## How do I share files with others?

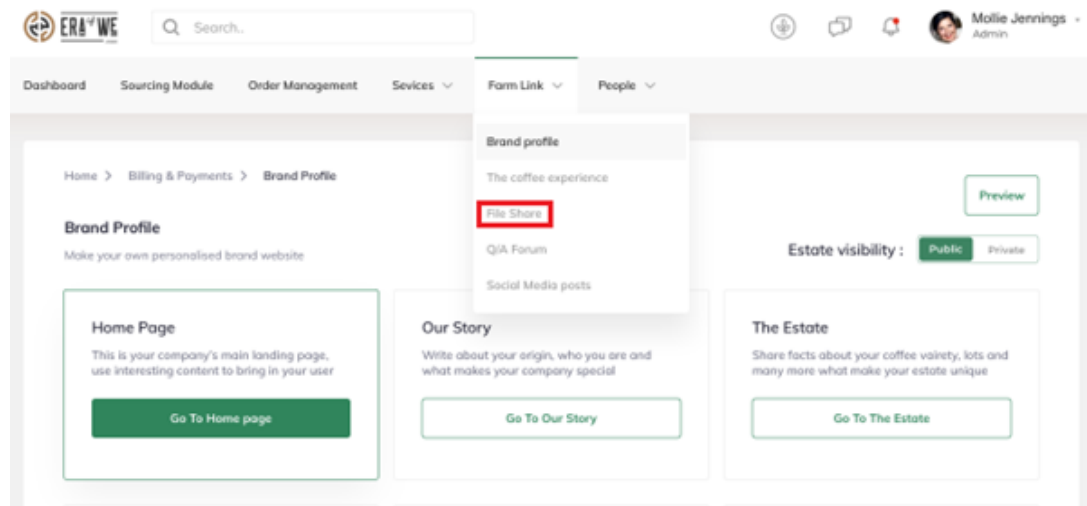
Nehal Gowrish - 2021-09-14 - Brand & Experience

### BRIEF DESCRIPTION

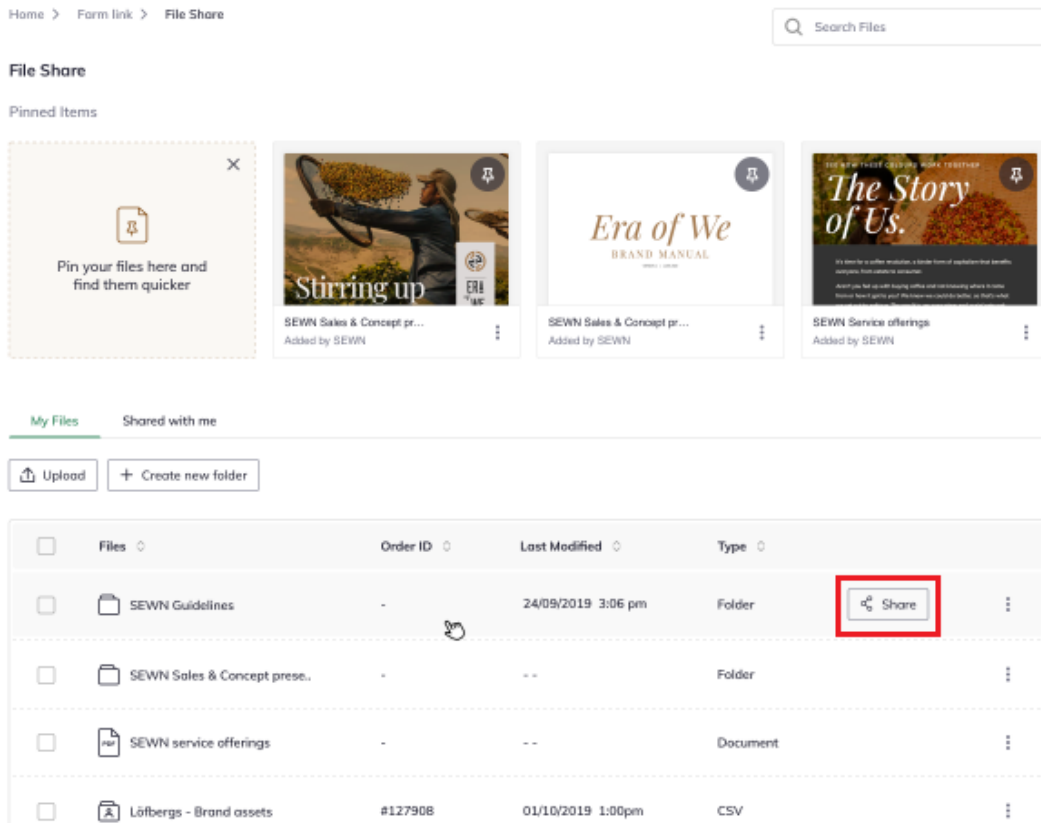
This guide will contain information on how to share files with others as a roaster on FarmLink.

### STEP BY STEP GUIDE

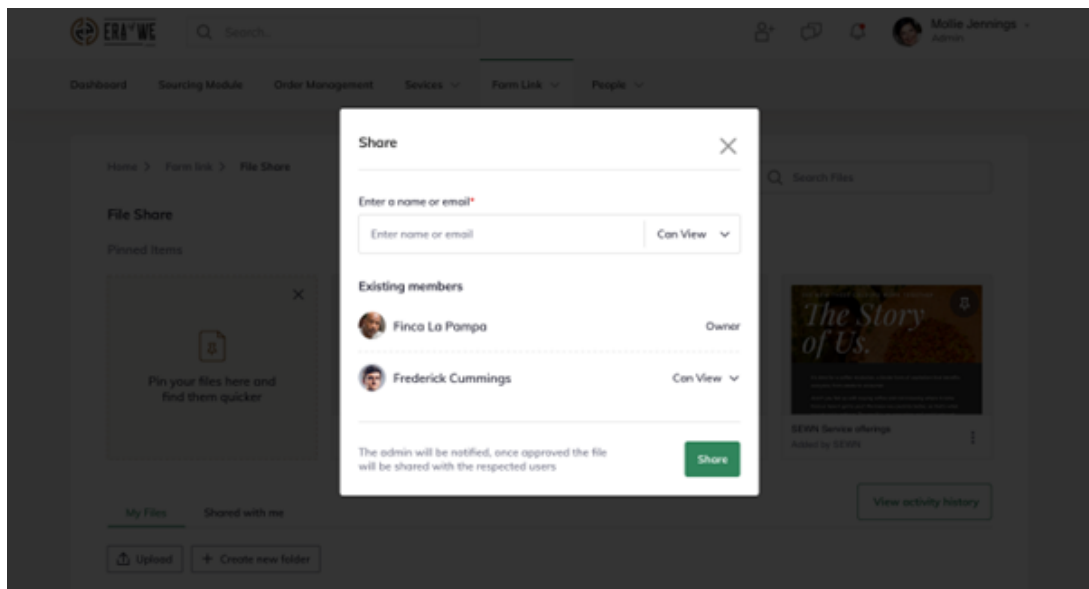
1. Log in to your account and navigate to the 'Farmlink'' tab. Select 'File share'.



2. Here you will see all your files and folders on Farmlink. Select 'Share' beside the folder/file you wish to share.



3. Now you can add the name or email address of the person you want to share the file with. At this stage, you can also control the level of access granted (view only, editing, etc.).



1. Finally, hit 'Share' to share the file.

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Dashboard Sourcing Module Order Management Services Form Link People

Home > Form link > File Share

### File Share

Pin your files here and find them quicker

My Files Shared with me

Upload Create new folder

Search Files

### Share

Enter a name or email\*

Enter name or email Can View

#### Existing members

- Finca La Pampa Owner
- Frederick Cummings Can View

The admin will be notified, once approved the file will be shared with the respected users

Share

*The Story of Us*

SEPP Service offerings Approved by SEPP

View activity history